



**CMIPS II
REQUEST FOR PROPOSAL
HHSDC 4130-141A**

**Section 5
ADMINISTRATIVE REQUIREMENTS**

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1 INTRODUCTION

This section provides the Administrative Requirements that assure Bidders have the resources, experience, and certifications required to complete this Contract successfully. The section also explains the bidding preferences.

2 BIDDER RESPONSIBILITY [MANDATORY]

Prior to award of the Contract, the State must be assured that the Bidder selected has all of the resources to perform under the Contract successfully. This includes, but is not limited to, personnel in the numbers and with the skills required, equipment of appropriate type and in sufficient quantity, and experience in similar endeavors. To provide these assurances the Bidder must submit the items defined in the following sub-paragraphs including, but not limited to, Insurance and Bonds.

If, during the evaluation process, the State is unable to assure itself of the Bidder's ability to perform under the Contract, if awarded, the State has the option of requesting from the Bidder any information that the State deems necessary to determine the Bidder's responsibility. If such information is required, the Bidder will be so notified and will be permitted approximately five (5) business days to submit the information requested.

2.1 Insurance Requirements [Mandatory]

The Bidder must maintain in force (as required by State law) a valid Worker's Compensation Insurance Policy for all employees engaged in the performance of the Contract and agree to furnish the State satisfactory evidence thereof at the time of Final Proposal submittal and at any time during the term of the Contract the State may so request.

Bidder agrees to the above requirement(s)? YES _____NO _____

2.2 Performance Bond [Mandatory]

The Bidder selected as a result of this competitive procurement must provide to the State a Performance Bond. During the bidding process, Bidders must provide the State a Letter of Bondability from a Surety Insurer admitted to and doing business in California agreeing to provide the required Performance Bond to the Deputy Director of the Department of General Services, Procurement Division within 21 days of the effective start date of the Contract resulting from this RFP.

The Letter of Bondability shall state that the Surety will unconditionally guarantee the Bidder's full and complete performance of all Terms and Conditions of the Contract resulting from this RFP in the amount of 50% of the total base seven year term Contract price. This amount includes all fixed price and fixed rate Contractor work and includes funds set aside to pay for Work Authorizations for this period. The Performance Bond shall remain in effect through the final State Acceptance of the production CMIPS II application and the State's written Acceptance of Statewide Implementation as measured by the successful completion of Post Statewide Implementation Review. See Section 8, Cost Instructions, Table 1. Exhibit 1 Total Proposal Cost Summary Description for the explanation of the "Prime Contract Cost" for determining the total base seven year term Contract price.

The Letter of Bondability shall identify the Department of General Services as the beneficiary of the Performance Bond and include all Terms and Conditions that will be included in the bond. These Terms and Conditions are subject to the agreement and approval of the State.

The State shall have the option to require Contractor to continue to guarantee full performance of the Terms and Conditions and provisions of the Contract during the Maintenance and Operation phase (M&O) of the Contract by either the continued use of a performance bond or by providing the State an Irrevocable Letter of Credit. Whichever surety mechanism chosen shall be provided at no additional cost to the State and is subject to the same terms and conditions and State agreement and approval process required in this section 2.2. The Letter of Credit shall be from a bank doing business in California and insured by the Federal Deposit Insurance Corporation. The Letter of Credit or the performance bond during the M&O phase of the Contract shall be for 50% of the total cost of M&O including Work Authorizations, and will remain in effect for the remainder of the Contract. See Section 8, Cost Instructions, Table 2. Exhibit 1 Total Proposal Cost Summary Description for the explanation of the “Prime Contract Cost” for determining the cost of the bond or letter of credit for M&O.

If the State decides to exercise the optional Contract extension years, then the Contractor shall renew the Performance Bond or Letter of Credit in effect at the time the State’s option is exercised, if any, for the extension period.

Final Proposals submitted without a Letter of Bondability acceptable to the State shall be considered nonresponsive and the Final Proposal shall be rejected. Failure to provide the required Performance Bond within 21 days of the Contract start date, or the date the State exercises its options, shall be considered a breach of a material Contract term and cause for termination of the Contract based upon Contractor’s default.

Bidder agrees to the above requirement(s)? YES _____NO _____

3 ADMINISTRATIVE REQUIREMENTS

3.1 DVBE Participation Program Requirements [Mandatory]

The Disabled Veteran Business Enterprise (DVBE) Participation Goal Program for State contracts is established in Public Contract Code (PCC) Section 10115 et seq. and California Code of Regulations, Title 2, Section 1896.60 et seq. To verify compliance with this requirement, the Bidder is required to complete the Disabled Veteran Business Enterprise (DVBE) Participation Program Requirements form and submit it with the Final Proposal. To review the instructions and complete the appropriate form(s), see:

<http://www.pd.dgs.ca.gov/default.asp?mp=osbcr/dvbepp/>.

Please read this requirement carefully. Failure to comply with the DVBE requirement may cause your Proposal to be deemed nonresponsive and make your firm ineligible for award of the proposed Contract. Bidders must comply with all provisions of the DVBE Participation Requirement, and submit it with the Final Proposal.

For this procurement, the State has a Disabled Veteran Business Enterprise goal of three percent (3%) of the Bidder Contract Cost as defined in Section 8, COST INSTRUCTIONS, Paragraph 2.1.1 Bidder Contract Cost and displayed in Line 1 of Exhibit 1 Total Proposal Cost Summary Description as described in Section 8, COST INSTRUCTIONS, Paragraph 4.3 Tab 2 Total

Proposal Cost Summary Exhibit Instructions. Failure to comply with the DVBE participation requirement may cause your solicitation response to be considered nonresponsive and ineligible for Contract Award. To meet this requirement the Bidder must do at least one of the following:

1. Meet the contract goal of three percent (3 %) of the sum of the Bidder Contract Cost as defined in Section 8, COST INSTRUCTIONS, Paragraph 2.1.1 Bidder Contract Cost and displayed in Line 1 of Exhibit 1 Total Proposal Cost Summary Description as described in Section 8, COST INSTRUCTIONS, Paragraph 4.3 Tab 2 Total Proposal Cost Summary Exhibit Instructions.
2. Provide documentation as prescribed to show that the Bidder has done a “Good Faith Effort” to get DVBE participation of three percent (3 %) of the sum of the Bidder Contract Cost; or
3. Provide evidence that the Bidder has a currently valid approved DVBE Utilization Plan with the Department of General Services, Procurement Division.

Note that, at the time that a Bidder submits the Draft Proposal, the Bidder may not have calculated the DOLLAR VALUE of the total cost proposed in response to the requirements of this RFP. For this reason, if the Bidder claims to meet the DVBE goal in the Draft Proposal, **the Bidder shall identify a percentage figure** [of three percent (3 %) or more of the sum of the Bidder Contract Cost from the Total Proposal Cost Summary Table defined in Section 8, COST INSTRUCTIONS, Paragraph 4.6.2, Exhibit 5 DVBE Participation Instructions] representing the rate of participation **rather than an actual dollar figure**. All cost information submitted in the Draft Proposal shall be replaced with XXX. This data shall be identified on the DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION SUMMARY form (STD. 840 Revised 7/98) in the column marked “CLAIMED DVBE VALUE.” **IF THE DRAFT PROPOSAL IS SUBMITTED CONTAINING ANY DOLLAR FIGURES, THE BIDDER’S DRAFT PROPOSAL MAY BE REJECTED AND THE BIDDER PROHIBITED FROM FURTHER PARTICIPATION IN THIS PROCUREMENT.**

At the time that a Bidder submits the Final Proposal, **the Bidder shall identify the actual dollar figure or percentage** [three percent (3 %) of the sum of the Bidder Contract Cost from the Total Proposal Cost Summary Table defined in Section 8, COST INSTRUCTIONS, Paragraph 4.6.2, Exhibit 5 DVBE Participation Instructions] representing the rate of participation for each proposed DVBE subcontractor. This data shall be identified on the DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION SUMMARY form (STD. 840 Revised 7/98) in the column marked “CLAIMED DVBE VALUE” and submitted ONLY as part of the Bidder’s separately sealed cost proposal. **COST FIGURES SHALL ONLY APPEAR IN THE BIDDER’S SEALED FINAL COST PROPOSAL. IF THE NON-COST PORTION OF THE FINAL PROPOSAL IS SUBMITTED CONTAINING ANY DOLLAR FIGURES, THE BIDDER’S FINAL PROPOSAL MAY BE REJECTED AND THE BIDDER PROHIBITED FROM FURTHER PARTICIPATION IN THIS PROCUREMENT.**

Bidder agrees to the above requirement(s)? YES _____ NO _____

3.2 Certification To Do Business In The State Of California [Mandatory]

The Bidder must be certified with the California Secretary of State to do business in the State of California. If the Bidder does not currently have this certification, the Bidder must be certified before Contract Award can be made. If this is the case, the Bidder must provide information to

support that they have submitted an application and provide the status of its application to be certified to do business in the State of California in the Final Proposal submission.

A proposal that does not contain the above information, or if the information is later proven false, shall be considered nonresponsive and rejected by the State.

Bidder agrees to the above requirement(s)? YES _____NO _____

3.3 Corporate References [Mandatory]

The Bidder must provide information for three (3) corporate reference accounts for projects that have been completed within the past five (5) years for whom the Bidder/Subcontractor has been awarded a contract to implement and maintain a system whose functionality is similar in size and complexity to the requirements of this RFP. The Corporate References must validate that collectively the team (i.e., the Prime Contractor and any subcontractors) proposed for this project is experienced in successful project management, system development, implementation, maintenance, and operations for large Information Technology (IT) projects. The three referenced projects must be large IT projects as defined as having at least 1,000 system users and total contract cost of at least \$30 million. In addition, at least one referenced project must have payroll management for at least 80,000 employees, and at least one project must have implemented a system with users that are geographically disbursed in at least 30 separate locations. Experience in case management is desirable.

The description of each reference account must include the following items:

1. Project Organization Name
2. Corporate Reference Contact: Provide name, title, address, current telephone number, and email address for contact person who will serve as a single point of contact.
3. Name of Contractor: Indicate whether the work was performed as prime contractor or as a subcontractor. Indicate the percent of total contract cost that the Bidder completed (or is planning to complete if the project is still in progress).
4. Project Information to include:
 - a. Project Name
 - b. Brief Project Description
 - c. Project duration from contract award until full production acceptance (years and months). Indicate actual start and end dates (if completed), from contract award through contract termination.
 - d. Life cycle phase durations, including start and end dates, for each of the following phases – design, development, implementation, and maintenance and operations phases – as applicable.
 - e. Total contract cost and annual cost (by calendar year).
 - f. System Information
 - i) Brief system description
 - ii) Number of system users
 - iii) Number of employees serviced by the Payroll system (as applicable)

5. Description of Work: Provide a description of the type of contract and the overall responsibilities to include project management, system development, implementation, maintenance, and operations, as applicable.

Each reference must be for a separate project. These reference accounts must be external to the Bidder's/Subcontractor's organization, including any parent companies and subsidiary companies, and be for a paying customer.

The Bidder is responsible for ensuring that the reference is aware of the State's potential contact. If the State cannot contact the primary point of contact within five (5) business days of the first contact attempt, the State will notify the Bidder and the Bidder must provide another contact within two (2) business days. If the State cannot verify corporate references, the State shall reject the proposal.

Bidder agrees to the above requirement(s)? YES _____ NO _____

3.4 Subcontractors [Mandatory]

The State, upon Award of Contract, will notify subcontractors listed in Exhibit 5-1 Subcontractors, of their participation in the Contract. In addition, the Prime Contractor is encouraged to notify the subcontractors immediately after an award by the State. In addition, the Bidder shall, at the State's request, provide written verification from any or all subcontractors of their participation and solicit any additional information that may be deemed necessary to complete the bid evaluation process.

A subcontractor is any person, partnership, or company not in the employment of or owned by the Contractor that will be performing services or providing goods under the Contract. Utilities, telephone, and facility property managers are not considered subcontractors.

The Bidder shall complete Exhibit 5-1 Subcontractors, specifying which subcontractors will be used.

The responsibility and liability for subcontractor coordination, control and performance shall rest with the Contractor. The Contractor will be responsible for the completion of any work that has been subcontracted. Subcontractors shall meet all prerequisites and standards and shall adhere to the same operational standards and requirements as the Contractor, as specified in the RFP. The Contractor must notify all subcontractors of all Terms and Conditions. After the execution of the Contract, the Contractor shall obtain written approval from the State Project Manager prior to subcontracting the performance of any required service that was not included in their Final Proposal.

The Bidder shall include in its Proposal, background information about any subcontractor that will be providing material or services required by the RFP. This shall include project organizational charts that clearly specify the roles and responsibilities of each subcontractor and the qualifications of each subcontractor to provide designated services, equipment, software and supplies under the contract. At a minimum, the Bidder shall include the following information in its Proposal for each subcontractor:

- Subcontractor name and address, corporate/company director name, position in the company, phone, FAX, Email address and primary contact name

- Each specific service(s) the subcontractor shall be performing, citing the specific RFP Section(s) and Paragraph(s)
- Description of the company's relevant subcontractor qualifications, capabilities, and resources
- A commitment to establish and execute a contingency plan should the proposed subcontractor fail to perform
- A commitment to assure subcontractor compliance with the security and confidentiality requirements set forth in this RFP

Bidder agrees to the above requirement(s)? YES _____NO _____

3.5 Productive Use Requirements [Mandatory]

The objective of the Productive Use Requirements is to protect the State from being an experimentalist for new equipment and software that has no record of proven performance.

The purpose of the Productive Use requirement is to allow time to correct defects that could prevent new equipment and software from performing correctly in support of State programs.

The State requires that key components of proposed equipment and software, as listed in Paragraph 3.5.1, Customer References For Productive Use, must have been installed and in productive use, in the conformation bid, for a paying customer external to the Bidder's organization, for at least six (6) months prior to the required Final Proposal submission date.

Bidder agrees to the above requirement(s)? YES _____NO _____

3.5.1 Customer References For Productive Use

The purpose of the Customer Reference requirement for Productive Use is to provide the State the ability to verify the claims made in the proposal by the Bidder.

The Bidder must provide, with the Final Proposal, a list of at least two (2) customers, neither of which is owned by the Bidder or owns the Bidder, that have the proposed automated system components in production. Collectively the reference sites must have the proposed hardware models for the major system components identified in Section 6, SyRS, Paragraph 7, Operating Environment/Architecture for the central system, automated timesheet entry architecture, forms architecture, and reporting architecture and specific software versions of the proposed operating system, database management system, performance monitoring tools, and Commercial Off-the-Shelf (COTS) payroll software. The referenced configuration, version, and model numbers must match the hardware and software descriptions listed in Volume 3, Cost Proposal, Exhibit 2.1.1 DDI Phase – Hardware Cost Description, Exhibit 2.2 DDI Phase - Software Cost by Project Year and Tab 4, Exhibit 3.1.1 M&O Phase - Hardware Cost Description and Exhibit 3.2 M&O Phase - Software Cost.

In each case, the name and address of the installation and the name and telephone number of a contact person at that installation must be listed. The reference must also show the item by model number and/or version number, and the dates that it was installed and accepted.

The State shall contact the customer references provided by the Bidder and it is the Bidder's responsibility to make customer references available. If the State cannot contact customer references within five (5) business days, the State shall notify the Bidder who in turn shall

provide alternate customer references within two (2) business days. If the State cannot verify customer references of productive use, the State shall reject the proposal if the State cannot independently verify productive use.

The State has the option to request from the Bidder supporting evidence of compliance to the Productive Use requirements. Supporting evidence could include, but is not necessarily limited to, one or more of the following:

- Customer Purchase Order or Contract showing installation dates for subject equipment or software
- Acceptance Document containing verification of installation by a paying customer
- Customer Invoice for subject equipment or software
- Shipping Invoice or Bill of Lading
- Dated Maintenance Records
- Written assurance of Productive Use from an officer of the bidding firm

Bidder agrees to the above requirement(s)? YES _____NO _____

4 BIDDING PREFERENCES

The following provisions address various bidding preferences. They will be a factor in the determination of the winning Bidder.

NOTE: Bidders are not required to apply for Small Business, LAMBRA, TACPA, or EZA preferences. Denial of Small Business, LAMBRA, TACPA, or EZA preference requests is not a basis for rejection of the Proposal.

Contracts awarded with applied preferences will be monitored throughout the life of the Contract for compliance to statutory, regulatory, and contractual requirements. The State will take appropriate corrective action to apply sanctions as necessary to enforce performance programs.

4.1 Small Business Preference [Preference]

- Small businesses are desired and encouraged to participate in this RFP. Section 14835, et seq. of the Government Code requires a 5% preference be given to Bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business for the delivery of goods and services are contained in the California Code of Regulations, Title 2, Section 1896, et seq. A copy of the regulations is available upon request from the Office of Small Business Certification and Resources.
- To claim the small business preference, the firm must have its principal place of business located in California, have a complete application (including proof of annual receipts) on file with the Office of Small Business and Disabled Veteran Business Certification by 5:00 p.m. on the date the Final Bid is due, and be verified by such office. Questions regarding the preference approval process should be directed to the Office of Small Business/DVBE Outreach and Education at (916) 375-4940.
- The small business preference is applied during the Cost Evaluation and shall be computed as follows: if a large business has submitted the proposal that has received the highest points evaluation, a preference equal to 5% of that point total shall be computed and shall constitute

the small business preference amount. The preference amount shall be added to the point totals of all responsive certified small business Bidders.

The Vendor shall submit, in the Draft and Final Proposals, a statement in the Cover Letter requesting Small Business Preference, Exhibit 5-2 Preferences Claimed, and a copy of the Small Business approval letter from the Department of General Services (DGS). The letter must include the Vendor's Small Business number to claim this preference. Vendor's bid may not contain this item if there is no intention to claim this preference.

4.2 California Certified Small Business Subcontractor Preference

A five percent (5%) bid preference is available to a non-small business claiming twenty-five percent (25%) California certified small business subcontractor participation. If claiming the non-small business subcontractor preference, the bid response must include a list of the small business(es) with which you commit to subcontract in an amount of at least twenty-five percent (25%) of the net bid price with one or more California certified small businesses. Each listed certified small business must perform a "commercially useful function" in the performance of the contract as defined in Government Code, Section 14837(d)(4).

The required list of California certified small business subcontractors must be attached to the bid response and must include the following: 1) subcontractor name; 2) address; 3) phone number; 4) a description of the work to be performed and/or products supplied; 5) and the dollar amount or percentage of the net bid price (as specified in the solicitation) per subcontractor.

Bidders claiming the five percent (5%) preference must commit to subcontract at least twenty-five percent (25%) of the net bid price with one or more California certified small businesses. Completed certification applications and required support documents must be submitted to the Office of Small Business and DVBE Certification no later than 5:00 p.m. on the bid due date, and the Office of Small Business and DVBE Certification must be able to approve the application as submitted. Questions regarding certification should be directed to the Office of Small Business and DVBE Certification at (916) 375-4940.

4.3 New Information Regarding Small Businesses

If your firm is a certified California small business, in accordance with Assembly Bill 669, your company must address specific aspects of the Legislation that requires certified small businesses to perform a commercially useful function as defined by government Code Section 14837, 14838.6, 14839, 14842, and 14842.5. Therefore, you must provide written documentation that:

- Your company is responsible for the execution of a distinct element of the work of the contract.
- You carry out its obligation by actually performing, managing, or supervising the work involved.
- Performs work that is normal for your business services and functions.
- Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

A contractor, subcontractor, or supplier will not be considered to perform a commercially useful function if the contractor's, subcontractor's, or supplier's role is limited to that of an extra participant in the transaction, contract, or project through which funds are passed in order to

obtain the appearance of small business or micro business participation. Provide proof that this statement does not pertain to your company's potential involvement in this procurement.

4.4 Local Agency Military Base Recovery Act (LAMBRA) [Preference]

California Government Code Section 7118, et seq. provides that California based companies may be granted preferences when bidding on State contracts in excess of \$100,000 if they qualify and apply for the LAMBRA preference.

Bidders desiring to claim this preference must complete and submit a copy of the *Standard Form 832*, with their Final Proposal, which can be found at:

<http://www.documents.dgs.ca.gov/osp/pdf/std832.pdf>

Bidders are not required to apply for the LAMBRA preference. Denial of the LAMBRA preference request is not a basis for rejection of the Proposal.

Contracts awarded with applied preferences will be monitored throughout the life of the contract for compliance to statutory, regulatory and contractual requirements. The State will take appropriate corrective action to apply sanctions as necessary to enforce performance programs.

If the Bidder wishes to apply for the LAMBRA preference the Bidder shall complete and submit, in the Draft and Final Bids, Exhibit 5-2 Preferences Claimed.

4.5 Target Area Contract Preference Act (TACPA) [Preference]

Target Area Contract Preference will be granted to California based firms in accordance with Government Code Section 4530 whenever contracts for goods or services are in excess of \$100,000 and the Bidder meets certain requirements as defined in the California Administrative Code (Title 2, Section 1806.30 et seq.) regarding labor needed to provide the goods being procured.

Bidder's questions regarding this preference are to be directed to the Office of Small Business and Disabled Veteran Business Certification, 707 3rd Street, Second Floor, West Sacramento, California, 95605.

Bidders desiring to claim this preference must complete and submit a copy of the *Standard Form 830*, with their Final Proposal, which can be found at:

<http://www.documents.dgs.ca.gov/osp/pdf/std830.pdf>

Bidders are not required to apply for the TACPA preference. Denial of the TACPA preference request is not a basis for rejection of the Proposal.

Contracts awarded with applied preferences will be monitored throughout the life of the contract for compliance to statutory, regulatory and contractual requirements. The State will take appropriate corrective action to apply sanctions as necessary to enforce performance programs.

If the Bidder wishes to apply for the TACPA preference the Bidder shall complete and submit, in the Draft and Final Bids, Exhibit 5-2 Preferences Claimed.

4.6 Enterprise Zone Act (EZA) [Preference]

Government Code Section 7070, et seq., provides that California based companies may be granted preferences when bidding on State contracts in excess of \$100,000 for goods and services (excluding construction contracts) if the business site is located within designated “Enterprise Zones”.

Bidders desiring to claim this preference must complete and submit a copy of the *Standard Form 831S* with their Final Proposal, which can be found at:

<http://www.documents.dgs.ca.gov/osp/pdf/std831.pdf>

Bidders are not required to apply for EZA preference. Denial of the EZA preference request is not a basis for rejection of the Proposal.

Contracts awarded with applied preferences will be monitored throughout the life of the contract for compliance to statutory, regulatory and contractual requirements. The State will take appropriate corrective action to apply sanctions as necessary to enforce performance programs.

If the Bidder wishes to apply for the EZA preference the Bidder shall complete and submit, in the Draft and Final Bids, Exhibit 5-2 Preferences Claimed.

EXHIBIT 5-1 SUBCONTRACTORS

INFORMATION FOR PROPOSED SUBCONTRACTORS

Complete the required information for each proposed subcontractor. Identify the services/kind of work each will perform if the contract is awarded to the Bidder.

If proposing more than one (1) subcontractor, complete an additional sheet for each additional subcontractor.

Subcontractor name:
Subcontractor address:
Corporate/company director name and position in the company:
Telephone:
Fax:
Email address:
Primary contact name and position in the company:
Telephone:
Fax:
Email address:
Services the subcontractor will be performing:
Dollar amount or percentage of the net bid price (as specified in the solicitation) per subcontractor.

EXHIBIT 5-2 PREFERENCES CLAIMED

ALL BIDDERS, PLEASE CHECK THE APPROPRIATE LINE IN EACH CATEGORY:

1. Small Business Preference

_____ I am a certified small business and the Small Business Preference is applicable to this bid. A copy of my certified form from the Office of Small Business and Disabled Veteran Business Certification is attached.

_____ I have recently filed for small business preference but have not yet received certification.

_____ I am not a certified small business and I am not claiming the small business preference.

_____ I am not a certified small business and I am claiming the small business preference.

Name of Small Business:

2. Local Agency Military Base Recovery Act (LAMBRA)

_____ I am claiming the LAMBRA preference and have attached the fully completed copy of the Standard Form 832.

_____ I am not claiming the LAMBRA preference.

3. Target Area Contract Preference Act (TACPA)

_____ I am claiming the TACPA preference and have attached the fully completed copy of the Standard Form 830.

_____ I am not claiming the TACPA preference.

Exhibit 5-2 (Continued)

4. Enterprise Zone Act (EZA)

_____ I am claiming the EZA preference and have attached the fully completed copy of the Standard Form 831S.

_____ I am not claiming the EZA preference.

Sincerely,

Name and Title

Company